



**An Electronically Signed Orders
Program**

Attorney User Guide

Revised 7/22/10

E-ORDERS

Attorney Guide

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E-ORDERS Attorney Guide

AESOP - An Electronic Order Submission Program

AESOP (An Electronic Order Submission Program) is a program through which proposed orders are processed 100% electronically by the Court.

The Southern District of Mississippi administers its bankruptcy cases using the Case Management/Electronic Case Filing (CM/ECF) system. One of the goals of CM/ECF is to make the administration of bankruptcy cases as paperless as possible without compromising either the integrity of the docket or the quality of service to the public. The next step to achieve this goal is the implementation of the E-Order program, giving attorneys the convenience of being able to submit a proposed order to the court via e-mail. Orders will be processed, signed and docketed to the CM/ECF system – and the e-order program makes the entire process paperless.

As an attorney, your involvement is to send your proposed orders via email. This guide walks you through the process.

Overview

Moving parties submitting orders electronically must separately submit, in PDF format, their proposed order for entry. Orders will be submitted to the Court electronically by attaching them to e-mail sent to an address specific to each Judge. Orders submitted electronically require a case number and a specified description of the matter in the subject line of the e-mail transmitting the order.

If approved, the Judge's signature will be added to the order and the order will be docketed to the system by the Court.

If the order is not approved, it will be returned via e-mail to the submitting party with an explanation of its rejection.

★ Procedure for Judge Olack :

Judge Olack requires your Proposed Order to be uploaded in CM/ECF as an attachment, along with the filing of your Motion. Should your original Proposed Order not be signed, the final order for entry should then be e-mailed to Orders.olack@mssb.uscourts.gov.

In other words, your original Proposed Order should be uploaded at the time of the filing of your Motion. Should that order not be entered, your final order should **not** be uploaded to CM/ECF but should be e-mailed to Orders.olack@mssb.uscourts.gov.

★ Procedure for Judge Ellington:

Do not upload Proposed Order in CM/ECF. Submit orders separately to Orders.ellington@mssb.uscourts.gov.

Preparing an Order to Send to the Court

Prepare the order in Word or WordPerfect, scan order and convert to pdf for submission.

- Signatures or electronic signatures are required of parties and/or attorneys.
- You must keep an original order with original signatures of parties and/or attorneys on file for one year after the bankruptcy case has been closed. This is a requirement set out in the ECF Administrative Procedures.

Naming & Saving the Order

The filename of the order must be the full case number of the bankruptcy case or the adversary proceeding in which the order is to be submitted.

- Full Case No. **including leading zeros, Judge's initials and dashes**
- "o" for Order, "ao" for Agreed Order
- Short description of the name of order
- **Ch** for Chapter 9s, Chapter 11s, and Chapter 12s only
- Use **Adv** for order in adversary proceeding

Example: 07-00001-ee-o-relief stay Ch 11.pdf
 07-00012-npo-ao-dsms Adv.pdf
 07-50015-npo-o-reopen.pdf

(Note the leading zeros, dashes and judge's initials)

Multiple Orders with the Same Case Number

Multiple documents in the same folder/directory may not be saved with the exact same filename. Therefore, additional orders for the same case should be saved by adding a one (1) after the order description .

Example: 06-01111-ee-o-relief stay 1.pdf
 06-01111-ee-o-relief stay 2.pdf

Sending the Order to the Court

You will need:

- Internet connection
- An e-mail account that you have registered with the Clerk's Office
- The order to be submitted

Address your e-mail to:

Cases assigned to Judge Ellington Orders.ellington@mssb.uscourts.gov

Cases assigned to Judge Olack Orders.olack@mssb.uscourts.gov

- Key a brief description of the order in the **Subject** line of your e-mail, including the case number, name of the order and the chapter for Chapter 9s, Chapter 11s, and Chapter 12s.

Example: 04-01234-ee-ao-relief stay Ch 11
 05-51112-npo-o-convert
 06-01111-npo-ao-dsms Adv
 06-51111-npo-o-reopen Ch 12

- When you are submitting an Amended Order, please note in the body of the email exactly what the Amended Order is amending, e.g., name, description of property, etc.

Attach the Order:

- Filename of order must be bankruptcy case or adversary proceeding number, brief description and chapter for Chapter 9s, Chapter 11s and Chapter 12s.
- Multiple orders must be numbered sequentially.

Sending the E-mail:

- Once the e-mail is addressed, the subject line completed, and the order is attached, press Send.

E-mail orders will be sorted by the information described in the subject line. It is crucial to follow the correct format for your e-mail subject line.

Sending Multiple Orders in a Single E-mail

Multiple Orders may be sent in a single email:

- Prepare each order as an individual order:
 - the filename for each order must be the Full Case No. of the bankruptcy case or the adversary proceeding in which you are submitting the order. *See* Page 3 for **Naming & Saving the Order** .
- Prepare your e-mail in the following manner:
 - For multiple Orders with the same case number and same type of Order, put the case number in the subject line of the email.
 - For multiple Orders of the same type and different case numbers, (i.e. Orders of Confirmation) put the description in the subject line - *Orders of Confirmation*
 - For multiple Orders of different types with same or different case numbers, (i.e., Orders of Confirmation, or Orders for Relief from Stay) put “*Multiple Orders*” in the subject line.

Service of Orders

Effective April 30, 2007, copies of proposed orders are not required by the Clerk’s Office for service of orders submitted via email.

- The Clerk’s Office utilizes the Bankruptcy Noticing Center to effect service to any party who is not a registered participant in CM/ECF. Electronic notice continues to constitute service for registered participants in CM/ECF.

Naming Codes for Signing Program

J = assigned Judge's initials. Use "o" for order, or "ao" for agreed order

Include **Ch** for Chapter 9s, Chapter 11s, and Chapter 12s

Example: 07-0111-ee-o-relief stay Ch 11.pdf

07-0222-npo-ao-abandon Ch 12.pdf

Common Motions/Pleadings:	Code:
Application for Administrative Expense	case#-J-o-appl adm exp
Application for Compensation	case#-J-o-appl comp
Application for Removal	case#-J-o-appl removal
Application to Employ	case#-J-o-appl employ
Disclosure Statement	case#-J-o-discl-stmt
Motion for 2004 Examination	case#-J-o-2004
Motion to Assume or Reject	case#-J-o-assume-rej
Motion to Avoid Lien	case#-J-o-avoid lien
Motion to Abandon	case#-J-o-abandon
Motion to Amend Order of Confirmation	case#-J-o-amend oc
Motion to Appear Pro Hac Vice	case#-J-o-appear phv
Motion to Appoint	case#-J-o-appoint
Motion to Approve Settlement	case#-J-o-approve settle
Motion to Borrow	case#-J-o-borrow
Motion to Close	case#-J-o-close
Motion to Compel	case#-J-o-compel
Motion for Contempt	case#-J-o-contempt
Motion to Continue Hearing	case#-J-o-cont hrg

Motion to Convert	case#-J-o-conv
Motion to Dismiss	case#-J-o-dsms
Motion to Dismiss Party	case#-J-o-dsms pty
Motion to Expedite Hearing	case#-J-o-exp hrg
Motion to Extend Time	case#-J-o-ext time
Motion for Hardship Discharge	case#-J-o-hardship dsch
Motion to Modify Plan	case#-J-o-mod plan
Motion to Prohibit Use of Cash Collateral	case#-J-o-prohibit cash coll
Motion to Reconsider	case#-J-o-reconsider
Motion to Redeem	case#-J-o-redeem
Motion to Reinstate Case	case#-J-o-reinstate case
Motion to Remand	case#-J-o-remand
Motion to Reopen Case	case#-J-o-reopen case
Motion for Relief from Stay	case#-J-o-relief stay
Motion to Terminate Stay	case#-J-o-term stay
Motion to Modify Stay	case#-J-o-mod stay
Motion for Sanctions	case#-J-o-sanctions
Motion to Sell	case#-J-o-sell
Motion to Substitute Attorney	case#-J-o-sub aty
Motion to Suspend Plan Payments	case#-J-o-susp pmt
Motion to Use Cash Collateral	case#-J-o-use cash coll
Motion to Vacate Order	case#-J-o-vac o
Motion to Waive Appearance	case#-J-o-waive appear

Motion to Withdraw Attorney	case#-J-o-withdraw aty
Motion to Withdraw Document	case#-J-o-withdraw doc
Objection to Claim	case#-J-o-obj clm

Adversary Proceedings

Motion for Default Judgment	case#-J-o-dflt judgmt adv
Motion to Dismiss Adversary Proceeding	case#-J-o-dism adv
Motion for Definite Statement	case#-J-o-definite stmt adv
Motion to Extend Discovery	case#-J-o-ext discovery adv
Motion to Intervene	case#-J-o-intervene adv
Motion for Protective Order	case#-J-o-protective o adv
Motion for Preliminary Injunction	case#-J-o-prelim inj adv
Motion to Quash	case#-J-o-quash adv
Motion for Sanctions	case#-J-o-sanctions adv
Motion for Stay Pending Appeal	case#-J-o-stay pend appeal adv
Motion to Strike	case#-J-o-strike adv
Motion for Summary Judgment	case#-J-o-sum judgmt adv
Motion to Transfer AP	case#-J-o-transfer adv
Motion for Turnover	case#-J-o-turnover adv
Motion to Withdraw Reference	case#-J-o-withdraw ref adv

Naming Codes for Signing Program

Commonly Used Codes:

Note: The following codes can be used as a dictionary of commonly used abbreviations to assist in writing codes that are not already created in the Common Motions/Pleadings section of this document.

When creating a description ALWAYS USE “o” for Order or “ao” for Agreed Order when naming your order. The program that counts the judges’ signed orders looks for “o” and “ao”.

Administrative	adm
Application	appl
Amended	amend
Agreed Order	ao - ex: “case#-J-ao-term stay”
Attorney	aty
Claim	clm
Convert	conv
Confirm	confirm
Cure Arrearage	cure
Chapter “#” Plan	11-plan, 13-plan
Default Judgment	dflt-judgmt
Deny	deny
Dismissing	dsm
Disclosure Statement	discl-stmt
Discharge	disch
Document	doc
Exhibits	exh
Expedite	exp

Extend	ext
Findings of Fact	find-fact
Grant	gr
Hearing	hrg
Hold in Abeyance	hld-abey
Interrogatories	interrog
Motion	m
Memorandum of Law	mem-law
Modify	mod
Notice	ntc
Order	o
Order of Confirmation	o-confirm
Objection	obj
Remand	remand
Resume	resume
Suspend	susp
Sustain	sus
Submitted	submit
Summary Judgment	sum-judgmt
Terminate	term
Vacate	vac

1, 2 or 3	<p>Add a 1, 2, etc. after the description if several orders from the same case are submitted at the same time.</p> <p>Example: case#-J-o-appl adm exp 1.pdf (for first Order) case#-J-o-appl adm exp 2.pdf (for second Order)</p>
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United States Bankruptcy Court
Southern District of Mississippi, Jackson/Gulfport Divisions

Notice of Implementation of E-Orders An Electronic Order Submission Program

E-Order Submission Procedures

For cases pending before Judge Ellington and Judge Olack, electronic filers should submit proposed orders through e-mail to the addresses designated below.

Cases assigned to Judge Ellington

Orders.ellington@mssb.uscourts.gov

Cases assigned to Judge Olack

Orders.olack@mssb.uscourts.gov

The following guidelines should be followed. Failure to follow these guidelines will result in the return of the proposed order.

- Transmit ALL proposed orders as **pdf** attachments via e-mail. Documents may be no larger than 8.5" x 11".
- Allow two (2) inches of blank space at the bottom of the signature page for the Judge's electronic signature and date – **No signature line and No date line**. The e-order program will automatically include the signature line and date line when the order is processed. The order must include the docket number of the pleading (within the order). Include the submitting attorney's name, bar number, address, phone number, and email address at the bottom of the order, and type all other parties' name and relation to the case. **See example attached**.
- Naming convention for **pdf**:
 - Full Case No. (**including leading zeros, dashes and the Judge's initials**)
 - "o" for Order or "ao" for Agreed Order
 - Short description of the name of the Order (refer to Naming Code Guide)
 - Include **Ch** for Chapter 9s, Chapter 11s, and Chapter 12s only (see example below)
 - Use **Adv** for an Adversary Proceeding

Example: 03-01234-ee-o-relief stay Ch 11.pdf
 06-0012-npo-ao-dsm Adv.pdf
 04-51301-npo-o-reinstate.pdf

- In the **subject line of the e-mail**, include the case number (including the Judge's initials) and the name of the order. Include **Ch** for Chapter 9s, Chapter 11s, and Chapter 12s only. Use **Adv** for an Adversary Proceeding.

Example: 04-01234-ee-ao-relief stay Ch 11
 05-51112-npo-o-convert Ch 12
 06-0111-npo-ao-dsm Adv
 06-51111-npo-o-reopen

- **AMENDED ORDERS** format:
When you submit an Amended Order, Please note in the body of the email exactly what the Amended Order is amending, e.g., NAME, DESCRIPTION OF PROPERTY, etc., e.g.,
05-bk-01223-npo-o-relief stay.pdf. Body of e-mail: Amended to correct description of property.
- **E-mail orders will be sorted by the information described in the subject line. It is crucial to follow the correct format for your e-mail subject line.**
- Beginning April 30, 2007 this will be the only method for the submission of proposed orders to Judge Ellington and Judge Olack.

EXAMPLE

IN THE UNITED STATES BANKRUPTCY COURT FOR THE SOUTHERN DISTRICT OF MISSISSIPPI

IN RE:

**CASE NO.
CHAPTER**

ORDER LIFTING THE AUTOMATIC STAY

THIS DAY this cause came on to be heard on the Motion (Dk #10) of Dollar Bank to lift the automatic stay and the Response (Dk #14) by the Debtor, and the Court having considered same, finds that said motion should be granted.

IT IS, THEREFORE, ORDERED that Dollar Bank be, and is hereby, granted relief from the automatic stay.

SO ORDERED.

Allow 2 inches of blank space here for Judge's signature and date. No signature line and no date. The e-order program will automatically include the signature and date when the order is processed.

APPROVED:

(signature of attorney)

Attorney's name

Attorney for Creditor

(signature of attorney)

Attorney's name

Attorney for Debtor

(signature of trustee)

Trustee's name

Trustee

Submitted by:

Attorney Name, Bar ID

Street Address

City, State, Zip

Telephone Number

e-mail